



## **PETITION FOR DESIGN REVIEW**

(Please type or print)

DPD Use Only

File # \_\_\_\_\_

**(R3, BR2, LI2 Districts Only)**

Each application for Department of Planning and Development Design Review shall be prepared in accordance with the provisions of Zoning Ordinance Section 9.5. The purpose of this document is to identify the submission requirements in checklist form, so as to help applicants better understand the process and guide them in the preparation of their application. The applicant should refer to the following resources for more in-depth descriptions of the Design Review requirements:

*Zoning Ordinance-* [www.ci.chelsea.ma.us/Public\\_Documents/ChelseaMA\\_Planning/zoning\\_docs/zoneord](http://www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/zoning_docs/zoneord)

*Chelsea Development Guide-* [www.ci.chelsea.ma.us/Public\\_Documents/ChelseaMA\\_Planning/publications](http://www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/publications)

### **1. Site Information-** *Maps available at Assessor's Office and <http://maps.chelseama.gov/>*

Property Address: \_\_\_\_\_

Assessor's Map: \_\_\_\_\_ & Lot: \_\_\_\_\_

Current Zoning District (Check One)



- ☐ Residence 3 (R3)
- ☐ Business Retail 2 (BR2)
- ☐ Light Industrial 2 (LI2)

### **2. General Information**

Petitioner Name: \_\_\_\_\_

Petitioner Address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_

Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Petitioner is: ☐ Owner ☐ Prospective Purchaser ☐ Tenant  
☐ Licensee ☐ Other (Describe) \_\_\_\_\_

Owner Name (if different): \_\_\_\_\_

Owner address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_

Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Designee Name (if different from Petitioner): \_\_\_\_\_

Designee address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_

Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's part of a bound notebook.

In considering such application for a design review, the Department of Planning and Development may consult an architect, city planner or urban designer employed by said Department at the expense of the applicant, providing that in no case the applicant is charged more than one (1) percent of the construction costs of the project being reviewed for the costs of processing an application for a Design Certificate.

Department of Planning and Development  
City Hall, Room 101, 500 Broadway  
Chelsea, Massachusetts 02150  
Telephone (617) 889-8233  
Fax (617) 889-8357

# Design Review Submission Requirements

The following list is intended to aid the applicant in gathering all required supporting materials for the design review process. Applicants may request a waiver of specific elements of the submission requirements with a written letter addressed to the Department of Planning and Development. Incomplete applications will not be accepted and will be returned to the applicant. Applicants are invited to submit a pre-application sketch of the proposed project to the Department of Planning and Development and to schedule a preliminary meeting. Plans shall be prepared by a registered engineer, registered land surveyor, architect or landscape architect, as appropriate. Double-sided copies of reports are permitted and encouraged when submitting building renderings, traffic reports, or engineering data.

*It is the applicant's responsibility to deliver all application and attachments as follows:*

## Design Review Submission Requirements

Submitted and stamped at the City  
Clerk's Office:

**Original petition set**  
*(City Clerk)*

**and**

**Five petition sets**  
*(including five sets of plans)*

- Building Commissioner (1)
- Zoning Enforcement Officer (1)
- Fire Department (1)
- Planning Board (1)
- City Engineer (1)

## Submittal Checklist

1. Location map at six hundred (600) feet per each.
2. Survey of lot indicating property boundaries, metes and bounds, existing structures, locations of all easements, rights-of-way, grades at intervals of three feet, utilities, the owner or owners of property and adjacent lot owners.
3. Photographs eight (8) inches by ten (10) inches in sufficient quality and detail to indicate the environmental features of the site, including, but not limited to topography, views of the Boston skyline, adjacent or nearby open space and adjacent structures and/or uses of land.
4. Schematic design plans including:
  - a. Site Plan which accurately locates all existing and proposed buildings and structures with their proposed uses as well as gross and usable floor areas, parking areas, driveways, driveway openings, service areas, usable open space, landscaped areas and the proposed treatment thereof (including fences, walls, planting areas and walks), all facilities for storm drainage, sewerage, refuse, other waste disposal and other utility systems.
  - b. Ground Floor Plan indicating major dimensions, gross and net floor area, proposed uses of interior areas in appropriate scale, access points for pedestrian and service areas.
  - c. Typical floor plan indicating major dimensions, gross and net floor area, proposed uses and vertical circulation for upper level floors.
  - d. All data required to enable the department to determine the amount and frequency of traffic volumes generated and the extent of compliance with off-street parking and loading requirements.
  - e. Sign plan indicating location, size, illumination and design of all signs on the site.
  - f. Elevations defining heights, proposed entrances, fenestration, signage, all materials, finishes, colors and features of the entire project.

## Waiving of Requirements

A letter requesting a waiver of requirements should accompany any application that does not include all checklist items. This waiver letter should also explain the reasons for the Department of Planning and Development to grant a waiver. The Department always reserves the right to deny a waiver and require the additional information. Complete sets of plans, applications, narratives, and pictures will help avoid delays.

The City Clerk will not accept any incomplete applications that do not contain the minimal submission requirements.